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DIVISION OF COMMUNITY ACTION AGENCIES
WILLIAM J. BRAND, ADMINISTRATOR

Memorandum

Date: October 17, 2006
To: FaDSS Coordinators
From: FaDSS Program Managers
Re: Annual Continuing Education Requirement

Background:

At the September 21, 2006, FaDSS Council meeting the FaDSS Capacity Committee recommended to the FaDSS Council to require continuing education for all FaDSS staff providing direct family development services and staff who supervises them and those responsible for the daily operation of FaDSS. The Council voted in favor of this recommendation.

New Procedure:

Require annual continuing education of at least ten contact hours per year, as approved by their supervisor, per FTE to keep the Family Development certificate current. Part time staff will have ten hours requirement prorated accordingly and continuing education can be agency in service, training provided through IFDA, in house, DHR staff, etc. Grantees will need to keep documentation to verify the contact hours in personnel files. DHR/DCAA staff will monitor this requirement at the grantee's annual onsite review. The program will be monitored for there FY 07 compliance to this requirement at the FY 08 onsite.

Procedure for FY 07:

Since this requirement is taking effect at the beginning of the second quarter of the FY 07 the required contact hours for FY 07 will be 7.5 per FTE. Part time staff will have the 7.5 hours requirement prorated accordingly.

Rationale:

- Places a new emphasis on continuing education.
- Supports learning of veteran staff.
- Enhances credibility.

Effective Date:

October 1, 2006

Please direct any questions you may have to your assigned Program Manager.